

## APPENDIX E: TECHNICAL ASSISTANCE

This appendix outlines the resources that are available to warehousing facilities in complying with 40 CFR part 68, organized by the group providing the assistance. For specific points of contact for EPA regional offices, RMP implementing agencies, and Clean Air Act small business assistance programs, refer to Appendix C. For specific points of contact for OSHA regional offices, OSHA state consultative programs, and OSHA state plan states, refer to Appendix D

### U.S. ENVIRONMENTAL PROTECTION AGENCY

EPA's Chemical Emergency Preparedness and Prevention Office (CEPPO) administers the RMP program at the national level.

Street Address: 401 M Street, SW  
Washington, DC 20460

Phone Number: (202) 260-8600

WWW Address: [www.epa.gov/ceppo/](http://www.epa.gov/ceppo/)

The **CEPPO homepage** on the Internet provides access to downloadable versions of numerous risk management program documents, including factsheets, questions and answer documents, the list of regulated substances and thresholds, the text of the regulatory requirements, general and industry-specific guidance, risk communication, and RMP data elements and instructions. It also has links to sources of Material Safety Data Sheets and other hazardous chemical information, as well as up-to-date lists of LEPCs and SERCs.

If you do not have Internet access, these documents can be ordered from EPA's **EPCRA/Superfund/RCRA/CAA Hotline**. In addition, the Hotline responds to factual questions on a variety of federal EPA regulations, including those developed under Clean Air Act section 112(r).

Phone Number: Toll-Free: (800) 424-9346  
Local: (703) 412-9810  
TDD: (800) 553-7672  
TDD Local: (703) 412-3323  
Monday - Friday, 9:00 am - 6:00 pm EST

E-Mail: [epahotline@bah.com](mailto:epahotline@bah.com)

The Clean Air Act Amendments of 1990 requires that all States develop a program to assist small businesses in meeting the requirements of the Act. EPA has established its own Small Business Assistance Program (SBAP) to provide technical assistance to

these State small business programs. The SBAP Internet site at **[www.epa.gov/ttn/sbap](http://www.epa.gov/ttn/sbap)** was developed to allow State and EPA programs to share information about their small business assistance materials and activities.

## **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)**

OSHA administers the Process Safety Management Standard (29 CFR 1910.119), which mandates actions similar to that of EPA's prevention program. In about half of the states (see Appendix D), OSHA programs are run by state agencies.

The **OSHA Publications Office** provides single copies of various documents related to risk management, process safety, accident prevention, and emergency planning and response.

Street Address: U.S. Department of Labor  
Room N3101  
200 Constitution Avenue, NW  
Washington, DC 20210

Phone Number: (202) 523-9667

WWW Address: [www.osha.gov](http://www.osha.gov)

The **OSHA Computerized Information System** at [www.osha-slc.gov/](http://www.osha-slc.gov/) provides downloadable versions of OSHA Standards and related documents, including OSHA Regulations, Federal Register notices, Interpretations and Compliance Letters, OSHA Regulations (preambles to final rules), and OSHA Directives and Fact Sheets. OSHA also publishes a quarterly CD-ROM with all of this information, available for Windows and Macintosh computers from:

U.S. Government Printing Office  
Stock # 729-013-00000-5  
Phone: (202) 512-1800  
Fax: (202) 512-2250  
Price: \$38/year (four quarterly releases), \$15 (single copy)

**OSHA's Small Business Outreach Training Program** has prepared an Instructional Guide on various topics in occupational safety and health, designed to provide ideas and organizational assistance to an instructor who wishes to present these topics, which specifically focus on the needs of small business. The text of the Guide is available at [www.osha-slc.gov/SLTC/SmallBusiness](http://www.osha-slc.gov/SLTC/SmallBusiness).

Employers who take advantage of **OSHA's Consultation Services** can find out about potential hazards at their worksites, improve their occupational safety and health management systems, and even qualify for a one-year exemption from routine OSHA

inspections. Targeted for smaller businesses, this safety and health consultation program is completely separate from the OSHA inspection effort. For more information, check in at [www.osha.gov/oshprogs/consult.html](http://www.osha.gov/oshprogs/consult.html).

### **AMERICAN INSTITUTE OF CHEMICAL ENGINEERS (AIChE)**

Street Address: 345 E. 47th St.  
New York, NY 10017-2395

Phone Number: (212) 705-7338

WWW Address: [www.aiche.org/](http://www.aiche.org/)

AIChE and its Center for Chemical Process Safety publish a variety of documents including a Continuing Education catalog for its educational and training programs and an annual Publications Catalog from which documents can be purchased. They are available from:

#### **AIChExpress Service Center**

(800) AIC-HEME (242-4363)

Monday - Friday, 9:00 am - 5:00 pm EST

E-Mail: [xpress@aiiche.org](mailto:xpress@aiiche.org)

Some of the specific documents available include:

Guidelines for Safe Storage and Handling of Highly Toxic Hazardous  
Materials (119 pages)

Publication G-3

Order No. 0-8169-0400-6

Price: \$65

Guidelines for Safe Warehousing of Chemicals (forthcoming)

Publication G-33

Order No. 0-8169-0659-9

### **CHEMICAL MANUFACTURERS ASSOCIATION (CMA)**

Street Address: 1300 Wilson Blvd.  
Arlington, VA 22209

Phone Number: (703) 741-5000

WWW Address: [www.cmahq.com/](http://www.cmahq.com/)

CMA documents, including those listed below, are available from:

**CMA Publications Fulfillment Office**

341 Victory Drive  
Herndon, VA 22070  
Phone: (703) 709-0166

CMA Responsible Care: Handling and Storage: Warehouse Assessment Protocol

Community Awareness and Emergency Response (CAER) Code Resource Guide

Order No. 024012

Price: \$50 members, \$75 non-members

Safe Warehousing of Chemicals

Order No. 022003

Price: \$10 members, \$15 non-members

CMA also maintains **Chemtrec (Chemical Transportation Emergency Center)** to provide a centralized information and assistance center for individuals responding to chemical emergencies and carriers of hazardous materials:

Emergency: (800) 424-9300

Non-Emergency: (800) 262-8200

**INTERNATIONAL WAREHOUSE LOGISTICS ASSOCIATION**

Street Address: 1300 W. Higgins Rd., Ste. 111  
Park Ridge, IL 60068

Phone Number: (847) 292-1891

**NATIONAL ASSOCIATION OF CHEMICAL DISTRIBUTORS**

Street Address: Chemical Educational Foundation  
1525 Wilson Blvd., Ste. 750  
Arlington, VA 22209

Phone Number: (703) 527-6223

Fax Number: (703) 527-7747

WWW Address: [www.nacd.com/](http://www.nacd.com/)

The **Chemical Educational Foundation** publishes an Educational Aids and Training Catalog and a Product Stewardship Resource Guide. CEF has published the following document related to risk management:

Making It Easy: Community Outreach Ideas and Examples

NACD Product Stewardship Bulletin #1: Chemical Use, Handling, Storage, and Transportation

NACD Product Stewardship Bulletin #5: Employee Hazardous Materials Safety Training

NACD Product Stewardship Bulletin #8: Risk Management Program

### **NATIONAL FIRE PROTECTION ASSOCIATION**

Street Address: 1 Batterymarch Park  
P.O. Box 9101  
Quincy, MA 02269-9101

Phone Number: (617) 770-3000

Fax Number: (617) 770-0700

E-mail: library@NFPA.org.

WWW Address: www.nfpa.org/

NFPA publishes standards related to fire safety, prevention, training, planning, and response that have been adopted as the official fire code in many states, as well as guidance on how to implement its standards. The collection of NFPA Standards is available at many libraries, but NFPA also publishes a bimonthly catalog of its standards and fire safety products, which are available from:

#### **NFPA Fulfillment Center**

11 Tracy Drive  
Avon, MA 02322-9908  
Phone: (800) 344-3555  
Monday - Friday, 8:30 am - 8:00 pm EST  
Fax: (800) 593-NFPA (6372)  
E-mail: custserv@NFPA.org.

A listing of these products and subscription service information (as well as a Spanish version of the catalog) is provided at the NFPA homepage.

### **SMALL BUSINESS ADMINISTRATION**

Street Address: 409 Third Street, SW  
Washington, DC 20416

Phone Number: (800) 827-5722

WWW Address: [www.sba.gov/](http://www.sba.gov/)

SBA was created to help America's entrepreneurs form successful small enterprises. SBA's program offices in every state offer financing, training and advocacy for small firms. In addition, the SBA works with thousands of lending, educational, and training institutions nationwide.